

## CONFIDENTIAL

15 March 1967

MEMORANDUM FOR: Senior Training Officer, DDP

SUBJECT: Reservation of Spaces in Executive Seminar Centers  
for 1967-1968

1. The U.S. Civil Service Commission has sent us a schedule of seminars to be held at the Executive Seminar Centers in Kings Point, New York and Berkeley, California during 1967-1968 and asked that we submit our request for space reservations in these seminars. [REDACTED]

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[REDACTED] Two copies of the form "Agency Request for Space Reservations" and a copy of the brochure "Executive Seminar Centers" are attached. Please return one copy of the form to me by 10 April, indicating the number of spaces in each seminar you would like to have for your Directorate. Candidates for attendance at the seminars are chosen by the Training Selection Board, but now all we need is the number of spaces you would like to use.

2. This year there are two changes in the program we wish to call to your attention:

a. A four-week pilot course entitled "Management of Public Policy and Programs" will be conducted at Kings Point in the fall of 1967 and at Berkeley in the spring of 1968. This course will include subject matter now covered in the courses entitled "Administration of Public Policy," "Environment of Federal Operations," and "Federal Program Management."

b. The course now titled "Skills and Goals of Management" has been renamed "Management of Organizations," and the new title is used in the schedule of seminar sessions for fiscal year 1968.

3. After receiving requests for space reservations at both Centers from all participating agencies, the Civil Service Commission will negotiate the best match between agency plans and schedule feasibility and let us know the number of spaces we may have in each seminar.

4. If you would like to have additional copies of the brochure for distribution within your Directorate, please call [REDACTED] on extension [REDACTED]

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Registrar, Office of Training

Attachments

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